

# **AECSA in Amman**

## **Vacancy Announcement**

The American Embassy Community Services Association (AECSA), located at the U.S. Embassy in Amman, Jordan, is seeking individuals for the following three positions:

1) **General Manager:** Full-time – Open to all Eligible Family Members

Responsible to the AECSA Board of Directors for the general administration and financial management of the Association, including the preparation of budget proposals and timely reporting of operational and financial conditions as well as monthly balance sheet and loss statements. Maintains authority for selection, supervision, and termination of AECSA staff. Implements AECSA policies. Directs daily activities of AECSA. Maintains standards and quality of AECSA merchandise, services, facilities, and employees. Enters all personnel and payroll information into AECSA's database personnel system and prepares reports. Processes and maintains all AECSA membership. Prepares and analyzes monthly financial and internal control systems and suggests improvements to the AECSA Board.

Requires either a bachelor's degree in business or a related field, or five years of management experience in retail sales, food service, or a related industry. Salary will be commensurate with experience.

2) **Assistant Manager/Catering and Event Coordinator:**

Full-time – Open to all Eligible Family Members

Maintains overall responsibility for coordinating all of AECSA's catering and events. Duties include: Informing the executive chef of catering requirements to ensure availability of provisions; drafting and determining price for catering menus; working with outside vendors as needed for AECSA events; coordinating with the Community Liaison Office for embassy community functions; processing and tracking all catering orders and ensuring that all orders are fulfilled; and scheduling AECSA life guards and catering staff for events where required. Acts as General Manager in the General Manager's absence and works in tandem with the General Manager to jointly administer the daily operations of AECSA. Coordinates summer camp program when AECSA is able to offer a summer camp.

Requires relevant experience in the hospitality industry, event planning, or a related field plus completion of high school. Bachelor's degree desired, but not required. Salary will be commensurate with experience.

3) **Purchasing Agent:** Part-time – Open to all Eligible Family Members

Acts as primary purchasing agent for Co-Op, and assists Gift Shop and Oasis restaurant with purchasing when needed. Maintains an accurate, up-to-date inventory control system. Responsible for End of Year Inventory of Co-Op, Gift Shop, and Oasis. Performs all other duties assigned by AECSA management.

Requires MS Office familiarity and general computing skills plus completion of high school. Purchasing agent's hours will be variable (20-30 hours per week on average), so the person who fills this position must be flexible regarding the weekly schedule. The person who fills this position will be paid on an hourly basis, amount to be determined commensurate with experience.

**INSTRUCTIONS ON HOW TO APPLY:**

**Applicants should submit a resume and cover letter. Applications submitted by e-mail should be sent to: [Gooden-Helton.JL@state.gov](mailto:Gooden-Helton.JL@state.gov). In the e-mail subject line, applicants must list the title of the position or positions that are being applying for (applicants can submit just one application to apply for more than one position, but if applying for more than one position, please rank your preferences). Applications can also be dropped off in person at the AECSA office to the attention of Justina Gooden-Helton, AECSA General Manager (again, if applying for more than one position, preferences must be ranked).**

**The deadline for all applications is Thursday, January 23<sup>rd</sup>.**